



TATA INSTITUTE OF SOCIAL SCIENCES

(Declared as an Institution Deemed to be University under section 3 of the UGC Act, 1956)

A Grant – in – Aid Institute under Ministry of Education, Govt. of India.

Apsinga Road, Post – Tuljapur, District – Dharashiv, Pincode – 413 601.

Landline: +91 9270105222/23-26. website:www.tiss.ac.in

NOTICE INVITING TENDER (NIT) FOR RATE CONTRACT FOR VEHICLE ON RENT

To: (Put here rubber stamp or seal of the organization)	ENQUIRY NO.: TISS/TC/P&S/ NIT/Vehicle Hiring /2026
	Our Email ID: purchase.tuljapur@tiss.ac.in
	Mobile No: 9270105222 Ext. 406, 9890542410
	DATE: 10th June 2026
	DUE DATE: 16th June 2026

Sir/Madam,

Kindly submit your sealed quotation for “Rate contract for vehicle on rent” as per the attached Tender Document, duly filled in with the (Per km rate, full day engage etc. with detail specifications) signed, stamped and sealed by you on or before 16th June 2026 Till 05:30 pm to the Section Officer, Purchase & Stores Section, Tata Institute of Social Sciences, Apsinga road, Tuljapur -413601.

- One operational Air Conditioned vehicle Ertiga (Petrol /Diesel) is required on rental basis to be used for the TISS Tuljapur campus.

TERMS AND CONDITIONS

1. Quotation should be submitted in Company letter head only, duly signed and stamped by authorized representative.
2. Please super scribe “**Rate Contract For Vehicle on Rent**” on the sealed envelope.
3. Institute reserves the right to accept or reject anyone or more quotations for the same item without assigning any reason whatsoever and the decision of the institute in this regard shall be final and binding on all participants. Institute also reserves the right to not to accept the lowest quotation, as may be deemed necessary in the larger interest of the institute
4. For queries relevant to the tender document and submission of quotation, please contact Mr. Satish Tambe at purchase.tuljapur@tiss.ac.in or call 9270105222 Ext. 406.
5. Quotations received after 16th June 2026 (05.30pm) will not be considered.

Prepared by

Authorized by

ANNEXURE-1

RATE CARD

Sr. No.	Vehicle	Kilometer and Timing Details	Rent rates (Per Vehicle) Consolidated Rate (Including all Taxes, Fuel/Driver Salary etc)
1	Suzuki Ertiga-Petrol	Per Month upto 2000 km	
		After 2000 km, Rate Per kilometer/ Per month	
		Rate per Day (12 Hours or 120 Km)	
		Rate per day after 12 hours : Rate per Hour	
2	Suzuki Ertiga-Diesel	Per Month upto 2000 km	
		After 2000 km, Rate Per kilometer/ Per month	
		Rate per Day (12 Hours or 120 Km)	
		Rate per day after 12 hours : Rate per Hour	

Signature:

Name of Agency/ Individual/Contractor:

Address:

This Annexure is to be submitted in a sealed envelope to office within dates mentioned.

Mobile Number:

Email :

Section I

Technical eligibility criteria

The agency must fulfil the following specifications in order to be eligible for the participation.

- 1. Only one vehicle will be required on rental basis from 16th June 2026 to 15th June 2027**
2. All the documents related to vehicle (GST Registration Certificate, PAN Card, RTO Registration certificate, Insurance Policy, Driving License/ Permit) shall be enclosed along with Rate Card.
3. Institute reserves rights to reject one or all quotations without assigning reason.
4. An Individual has to submit only one quotation. Submission of quotations from any individual with different names are strictly prohibited and if found the quotations will be rejected.
5. Rates should be submitted by individual/agency are inclusive of all taxes, charges, with fuel, with license, maintenance of vehicle, drivers salary etc
6. Generally rate quoted by Individual/ Agency which is found lowest will be given contract. Institute reserves right not to award contract to the lowest with reasons.
7. The registered office of the agency can be anywhere in Maharashtra. But the point of service or branch office should be located in and around Tuljapur/ Dharashiv.
- 8. The date of manufacturing of vehicle provided should not be earlier than July 2020.**
- 9. The vehicle should be insured with full cover. Insurance policy document is mandatory for validation of the quotation.**
10. A list of vehicles with registration details should be attached with the quotation, the institute may ask the agency to produce the original RC during evaluation of the quotations.
11. Only such vehicle operators can apply whose vehicle have been duly authorized by the concerned RTO for use as public transport that is tourist vehicles. The agency must also ensure that all the necessary documents (Registration certificate, Insurance papers, PUC certificate, etc.) are available with the driver deployed for duty for the institute
12. Self-certificate that the firm has not been blacklisted by any Central Govt. department / Ministries / PSU / banks etc. should be enclosed.
13. **Security deposit at the rate of Rs. 10000/-** lump sum will have to be deposited by a reputed bank through online bank transfer modes only. In case the contract is further extended beyond the initial period. The security deposit will have to be accordingly renewed by the successful standard during extension. Interest will not be paid on the security deposit.

Bank details for payment of EMD through NEFT / RTGS

Account name : Tata Institute of social sciences
Account number : 3184969132

IFSC code : CBIN 0281725
Bank name : Central Bank of India
Address : VN Purav Marg, Deonar branch, Sion Trombay Road, Deonar, Mumbai
400088

Section II

Terms and condition of the contract

General terms and conditions

1. Vehicle to be provided by the contractor should be in perfectly good and sound condition mechanically and suitable for short/long duration travel.
2. The vehicle shall have clean seat covers, Quality radio music system, Reading lamp, torch, Tissue paper box, Car perfume, Seatbelt front and rear, Umbrella and necessary additional accessories. Inspection of vehicle / drivers shall be carried out from time to time by institute officials.
3. Declaration from the agency on their letterhead, stating that the driver provided are of good character, has police verification, has valid driving license, well trained and are aware of the roads of Maharashtra and outside are required.
4. The driver provided by the agency should not smoke, chew pan/ pan masala / tobacco etc. during the duty hours.
5. Any complaint from the users regarding poor upkeep, maintenance, non-availability of above accessories or any of the conditions prescribed for drivers, not being met, would attract a cut from the bill for that day on basis at the rate of 25% in the first instance, 50% in the second instance and removal of driver or vehicle from the fleet on the third instance. Either from per day rate on pro rata basis.
6. The time and mileage shall be taken into account from the reporting time at the appointed place (both at the time of reporting and closing) there will be no dead mileage. In other words, two and fro journey from the garage to the reporting place and releasing place to garage will not be counted for computing the mileage or time.
7. Alternative vehicle will be provided immediately in case of breakdown, accident etc. Failing which the vehicle will be hired from the open market and the expenses incurred thereon shall be deducted from the bill of the agency. Any overtime arriving due to breakdown of vehicle supplied by agency shall be on his account and shall not be charged to the institute.
8. The liability of the Institute will be limited to the hiring charges agreed in the contract only.
9. While the Institute has a regular requirement for vehicles on rent, it shall have the right not to utilize the services at all at any time for any period without giving any notice. The Institute will also reserve the right to hire vehicles from any other provider of such services even during the period of contract.
10. In case of breach of any of the terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by the Institute in that event and the Security Deposit shall be forfeited.
11. It is presumed that the concern person have read and fully understood all the terms and conditions and instructions contained in the tender documents and parts / annexure thereof.
12. Even though bidders may satisfy the above requirements, they may be disqualified: If misleading or false representation of facts are made or deliberately suppressed in the information provided in the forms, statements and enclosures of this document.

Terms of Payment:

1. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
2. All payments shall be made against the bill duly supported by duty slips to be signed by user(s) or concerned authorized officer of this office.
3. The Institute shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.
4. Institute reserves the right to cancel the contract without giving statutory one month's notice and Security Deposit of the concerned agency will be forfeited.
5. No advance will be paid to driver for filling of petrol, diesel, CNG, Fast Tag or any other purpose by guest or Institute. Agency/ Individual Contractor have to manage all the expenses well in advance.
6. Institute will not be responsible for the charges to be paid for any traffic fine raised by the any Government on the vehicle.
7. Any type of inconvenience to the guest and inappropriate behavior with the guest by driver or the contractor will be taken seriously and it may lead termination of contract without intimation to the contractor.
8. Contract will be awarded to the eligible Individual/agency after verification of papers of all the vehicles, conditions, drivers licence, fast tag details, insurance detail by the committee.

Section Officer
Purchase and store TISS Tuljapur.

ANNEXURE A-1:**CONTRACTOR'S INFORMATION**

(To be submitted on Company/Firm's Letterhead)

Details of the bidders:		
1	Name of The Contractor	
2	Address of The Contractor	
3	Status of the Company (Public Ltd./ Pvt. Ltd./Individual)	
4	Valid GST Registration No.	
5	Details of the Incorporation of the Company	Date:
		Reference Document:
6	Permanent Account No. (PAN)	
7	Bank Account Number	
8	Branch Details	
9	IFSC Code	
10	Name & Designation of the Contact person to whom all references shall be made regarding this tender.	
11	Telephone No. (with STD Code)	
12	Email Address of the Contact Person	

Signature :

Name :

Office Address :

Contac Details:

Affix Rubber Stamp

ANNEXURE – 2:

Declaration of Clean Track Record

To be submitted on Company/Firm's Letterhead)

To,
The Registrar
Tata Institute of Social Sciences
VN Purav Marg,
Mumbai – 400088

Date:

Subject: Declaration for Clean Track Record

Re:Tender No.for **"Tender For ANNUAL RATE CONTRACT (ARC) FOR VEHICLE ON RENT 2026"**.

Dear Sir/Madam,

I/We have carefully read the Terms & Conditions contained in the above-referred Tender. I/We hereby declare that my company/firm is not currently debarred/blacklisted/convicted by any Government/Semi-Government Organizations/Institutions/private hospitals in India or abroad.

I/We further certify that I am a competent officer in my company/firm to make this declaration.

No.	Company in which the company is debarred/ blacklisted/case is pending	Black listed / debarred by Government / Semi Government Organizations / Institutions/Private hospitals	Reason	Since when and for how long
1				
2				
3				

Or I/we declare the following:

(NOTE: In case the company/ firm was blacklisted previously, please provide the details regarding Period for which the company/ firm was blacklisted and there as on/sforthesame)

Yours faithfully

(Signature of the Bidder)

Printed Name

DesignationSeal:

Date:

Business Address:

Encl:Asabove

ANNEXURE A - 3:

DECLARATION FOR ACCEPTANCE OF TENDER TERMS AND CONDITIONS

(To be submitted on Company/Firm's Letterhead)

To,

The Assistant Registrar
Tata Institute of Social Sciences
VN Purav Marg,
Mumbai – 400088

Date:

Subject: Declaration for Acceptance of Tender Terms and Conditions

Re: Tender No.for “**Tender For ANNUAL RATE CONTRACT (ARC) for the vehicle on rent for the year 2026-27**”.

Dear Sir/Madam,

I/We have carefully read the Terms & Conditions as mentioned in the above-referred Tender document. I/we declare that all the provisions of this Tender are acceptable to my/our company/firm.

I/We further certify that I am a competent officer in my company/firm to make this declaration.

Yours faithfully,

(Signature of the Bidder)

[Printed Name]

[Designation]

[Company Name]

[Seal]

Date:.....

Business Address: [Insert Address]

ANNEXURE A - 4:

DETAILS OF SIMILAR WORKS EXECUTED

(To be submitted on Company/Firm's Letterhead)

To,
The Deputy Registrar
Tata Institute of Social Sciences
VN Purav Marg,
Mumbai – 400088

Date:

Subject:Submission of Details of Similar Works Executed

Re: Tender No.for “Tender For ANNUAL RATE CONTRACT (ARC) for vehicle on rent for the year 2026-27”.

Dear Sir/Madam,

In response to the above tender, we hereby submit the summary of similar works executed by our organization, as per the prescribed format: (Below table to be attached in separate sheets as enclosures).

Table: Details of Similar Works Executed							
Sr. No.	Name of Client / Organization	Scope of Supplies (List Key Products)	Order Value (₹)	Period of Contract	Status (Closed/Ongoing/Discontinued)	Name, Designation & Contact Details of Client Reference	Litigation/Arbitration Pending (Yes/No; if yes, details separately)
01							
02							
03							

We certify that the above information is true and correct to the best of our knowledge and belief.

Yours faithfully,

(Signature of the Bidder)

[Printed Name]

[Designation]

[Company Name]&[Seal]

Date:

Business Address: [Insert Address]